

**M. Pearson
CLERK TO THE AUTHORITY**

**To: The Chair and Members of the
Devon & Somerset Fire & Rescue
Authority**

(see below)

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DEVON & SOMERSET FIRE & RESCUE AUTHORITY
(Annual Meeting)

Thursday 29 May 2014

The Annual Meeting of the Devon & Somerset Fire & Rescue Authority will be held on the above date, **commencing at 10.00hours in the Conference Rooms, Somerset House, Service Headquarters** to consider the following matters.

M. Pearson
Clerk to the Authority

AGENDA

PLEASE REFER TO THE NOTES AT THE END OF THE AGENDA LISTING SHEETS

1. **Election of Chair**
2. **Apologies**
3. **Minutes** of the Budget Meeting held on 24 February 2014 attached (page 4).
4. **Items Requiring Urgent Attention**
Items which, in the opinion of the Chair, should be considered at the meeting as matters of urgency.

PART 1 – OPEN COMMITTEE

5. **Election of Vice Chair**
6. **Review of Constitutional Governance Framework Documents**
Report of the Clerk to the Authority (DSFRA/14/7) attached (page 20)

7. **Schedule of Appointments to Committees, Outside Bodies Etc.**
Report of the Clerk to the Authority (DSFRA/14/8) attached (page 28)
8. **Draft Calendar of Meetings 2014-15**
Report of the Clerk to the Authority (DSFRA/14/9) attached (page 40)

PART 2 – ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF THE PRESS AND PUBLIC

Nil

MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER

Membership:-

Councillors Healey (Chair), Ball, Bown, Mrs. Bowyer, Brooksbank, Burrige-Clayton, Chugg, Colthorpe, Dyke, Eastman, Edmunds, Ellery, Gordon, Greenslade, Horsfall, Knight, Owen, Prior-Sankey, Radford, Randall Johnson, J Smith, Way, Woodman and Yeomans

Vacancy (Plymouth City Council appointment)

NOTES	
1.	<p><u>Disclosable Pecuniary Interests (Authority Members only)</u></p> <p>If you have any disclosable pecuniary interests (as defined by Regulations) in any item(s) to be considered at this meeting then, unless you have previously obtained a dispensation from the Authority's Monitoring Officer, you must:</p> <ul style="list-style-type: none"> (a) disclose any such interest at the time of commencement of consideration of the item in which you have the interest or, if later, as soon as it becomes apparent to you that you have such an interest; (b) leave the meeting room during consideration of the item in which you have such an interest, taking no part in any discussion or decision thereon; and (c) not seek to influence improperly any decision on the matter in which you have such an interest. <p>If the interest is sensitive (as agreed with the Monitoring Officer), you need not disclose the nature of the interest but merely that you have a disclosable pecuniary interest of a sensitive nature. You must still follow (b) and (c) above.</p>
2.	<p><u>Part 2 Reports</u></p> <p>Members are reminded that any Part 2 reports as circulated with the agenda for this meeting contain exempt information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s). Members are also reminded of the need to dispose of such reports carefully and are therefore invited to return them to the Committee Secretary at the conclusion of the meeting for disposal.</p>
3.	<p><u>Substitute Members (Committee Meetings only)</u></p> <p>Members are reminded that, in accordance with Standing Order 35, the Clerk (or his representative) must be advised of any substitution prior to the start of the meeting. Members are also reminded that substitutions are not permitted for full Authority meetings.</p>
4.	<p><u>Access to Information</u></p> <p>Any person wishing to inspect any minutes, reports or lists of background papers relating to any item on this agenda should contact the person listed in the "Please ask for" section at the top of this agenda.</p>

DEVON & SOMERSET FIRE & RESCUE AUTHORITY
(Budget Meeting)

24 February 2014

Present:-

Councillors Healey (Chairman), Bown, Mrs. Bowyer, Brazil, Brooksbank, Burrige-Clayton, Chugg, Colthorpe, Dyke, Eastman, Edmunds, Ellery, Gordon, Greenslade, Gribble, Horsfall, Knight, Owen, Prior-Sankey, Randall Johnson, Smith, Woodman and Yeomans.

DSFRA/42. Minutes

RESOLVED that the Minutes of the meeting held on 19 December 2013 be signed as a correct record.

DSFRA/43. Items Requiring Urgent Attention

The Chairman drew attention to two urgent issues:

- a request from Sedgemoor District and Taunton Deane Borough Councils for assistance from this Authority towards proposals to provide council tax relief to those residents affected by the recent flooding; and
- a consultation announced recently by the Department for Communities and Local Government (DCLG) on proposed Openness of Local Government Bodies Regulations, responses to which were required by 12 March 2014.

The Chairman indicated that – in light of time constraints and the importance of addressing budgetary matter first - these items would be considered towards the end of the agenda for this meeting.

(SEE ALSO MINUTES DSFRA/49 AND DSFRA/50 BELOW).

DSFRA/44. Minutes of Committees

(a) Treasurer Appointment Committee

The Chair of the Committee, Councillor Healey, **MOVED** the minutes of the meetings held on 9 and 16 October 2013 which had considered, amongst other things:

- at the meeting on 9 October, an evaluation on those tenders submitted in relation to undertaking the Treasurer function for the Authority; and
- at the meeting on 16 October, the interview process (following tender evaluation) and subsequent determination of Treasurer appointment.

RESOLVED that, in accordance with Standing Orders, the Minutes be adopted.

(b) Human Resources Management and Development Committee

The Chair of the Committee, Councillor Bown, **MOVED** the minutes of the meeting held on 22 January 2014 which had considered, amongst other things:

- a report on the Service Learning and Development Strategy 2013-16;
- a report on absence management and the health of the organisation;
- a report on redundancy compensation rates; and

- an update on the national dispute between the Government and the Fire Brigades Union (FBU) over the proposed new Firefighters' Pension Scheme 2015.

RESOLVED

- (i) that the recommendation at Minute HRMDC/15 (Redundancy Compensation Rates) be approved – specifically, that there should be no change to the current redundancy compensation rate of a multiplier of 2; and
- (ii) that, subject to (i) above and in accordance with Standing Orders, the Minutes be adopted.

(c) Community Safety & Corporate Planning Committee

The Chair of the Committee, Councillor Eastman, **MOVED** the minutes of the meeting held on 7 February 2014 which had considered, amongst other things:

- an update on the activities of Safe South West, the Service charitable arm established to access otherwise inaccessible funds to promote community safety initiatives;
- a report on the involvement of the Devon & Somerset Fire & Rescue Service in recent flooding incidents, particularly those affecting the Somerset Levels; and
- a progress report on the Networked Fire Control Services Partnership.

RESOLVED that, in accordance with Standing Orders, the Minutes be adopted.

(d) Commercial Services Committee

The Chair of the Committee, Councillor Healey, **MOVED** the minutes of the meetings held on 20 January and 3 February 2014 which had considered, amongst other things:

- at the meeting on 20 January, a presentation on the development of the Red One Ltd. website together with reports on current commercial leads and opportunities, an expenses budget for Red One Ltd. for 2014-15 and a financial update;
- at the meeting on 3 February 2014, further considerations in relation to the proposed expenses budget for Red One Ltd. for 2014-15.

RESOLVED that, in accordance with Standing Orders, the Minutes be adopted.

(e) Resources Committee

The Chair of the Committee, Councillor Greenslade, **MOVED** the minutes of the meetings held on 3 and 21 February 2014 which had considered, amongst other things:

At the meeting on 3 February 2014

- a report on treasury management performance as at quarter three of the current (2013-14) financial year;
- a report on financial performance as at quarter three of the current (2013-14) financial year against the approved revenue budget, capital programme and other approved financial targets;
- a report on the proposed capital programme 2014-14 to 2015-17;

- a report on the proposed disposal of two end-of-life Service vehicles to Nepal, as a humanitarian gesture; and
- a report on further considerations relating to the Georgia Group claim.

At the meeting on 21 February 2014

- a report on the proposed 2014-15 revenue budget and council tax levels; and
- a further report on the proposed capital programme 2014-14 to 2015-17

RESOLVED

- (i) that the recommendation at Minute RC/20(i)(a) of the meeting held on 21 February 2014 (relating to the proposed revenue budget 2014-15 and associated council tax levels) be considered in conjunction with Minute DSFRA/45(a) below;
- (ii) that the recommendation at Minute RC/15 of the meeting held on 3 February 2014 (Capital Programme 2014-15 to 2016-17) be noted but that the recommendation on the same issue set out at Minute RC/21 of the meeting held on 21 February 2014 be considered in conjunction with Minute DSFRA/45(b) below;
- (iii) that, subject to (i) and (ii) above and in accordance with Standing Orders, the Minutes be adopted.

(SEE ALSO MINUTES DSFRA/45(a) and (b) BELOW).

DSFRA/45.

Capital and Revenue Budgets

(a) 2014-15 Revenue Budget and Council Tax Levels

The Authority considered a joint report of the Treasurer and the Chief Fire Officer (DSFRA/14/1) on the proposed revenue budget and associated council tax levels for the Authority in 2014-15.

The final local government finance settlement for 2014-15 – the Settlement Funding Assessment (SFA) – had been announced by central government on 5 February 2014 as £32.283m. This represented a 7.7% reduction on the SFA for 2013-14 (£34.962m) but was in line with the figure already included in the Authority's medium term financial plans. The reduction was, however, additional to the 10.3% already experienced in 2013-14 meaning that this Authority had suffered the third worst settlement of all fire and rescue authorities over the two financial years.

At the same time as announcing the final SFA for 2014-15, the government had also announced, as part of the new provisions introduced by the Localism Act 2011, the threshold beyond which any proposed increase in council tax would trigger the requirement to hold a referendum. The limit had been announced at 2% for 2014-15. For this Authority (having fifteen billing authorities), the costs associated with holding a referendum – estimated in the region of £2.3m – were considered prohibitive. For this reason, this Authority had made representations to the government to apply a cash increase limit rather than percentage increase but to date these representations had not proven successful.

The report set out two options in relation to the council tax and budget requirement in 2014-15:

Option A – freeze council tax at the 2013-14 level (£75.39 for a Band D property); and

Option B – increase council tax by 1.99% above 2013-14 (to £76.89 for a Band D property).

The government had expressed its expectation that authorities should freeze council tax in 2014-15 and in support of this had announced a further council tax freeze reward grant – equivalent to a 1% increase (£0.472m) for this Authority – for those authorities either freezing or reducing council tax in 2014-15. Additionally, government had confirmed that this reward grant would be included in baseline funding for future years. While this marked an improvement on previous freeze grant announcements, it would be unusual for a government to make commitments on behalf of future administrations.

The report also identified that, while the amount of precept income and business rates to be received from billing authorities in forthcoming financial year would be £1.1m more than originally forecast (as a result of, for precept income, less council tax benefit being paid under the new Local Council Benefit Schemes and, for business rates income, the Authority's share of additional business rates to be collected), both Options A and B would result in a reduction of revenue funding for the Authority in 2014-15. Budget savings of £3.577m for both Options A and B were identified in the report. Option B, however, would result in a smaller reduction of £0.990m (compared to £1.356m for Option A) and the amount available (£0.838m) from the 1.99% increase in council tax would be built into future years funding levels.

A summary net budget requirement based on both Options A and B was set out in the report, reflecting issues such as provision for pay increases, inescapable commitments, budget savings and new investment. Further analysis, by subjective budget headings (e.g. employee costs, property costs etc.) was provided in a budget book compiled for each option and included with the agenda for the meeting. Option A would result in a net revenue budget requirement of £75.428m, with Option B £75.794m. Option B would also enable a further £0.366m of precept raised to be used to increase the revenue contribution to the capital programme in 2014-15, from £1.2m to £1.566m which, in turn, would alleviate the Authority's reliance on borrowing to fund its future capital requirements.

The illustrative SFA for 2015-16 of £29.575m represented a further reduction of £2.7m (8.4%) on the 2014-15 SFA and total reductions for this Authority of £8.6m in the three years to 2015-16. The Chancellor's Autumn Statement in December 2012 confirmed that austerity measures to reduce the structural deficit would need to continue until at least 2017-18. The medium term financial plan modelling tool assessment indicated, for this Authority, a "base case" assessment of securing cumulative savings in the region of £11m by 2017-18. A 1.99% council tax increase in 2014-15 would reduce the required savings target in 2015-16 by £0.4m, with a further £0.4m reduction in 2017-18 should a similar council tax be approved for 2015-16.

In accordance with Section 65 of the Local Government Finance Act 1992, non-domestic ratepayers had been consulted on the proposals for expenditure as contained in the report. Additionally, limited public consultation (in the form of face-to-face surveys in Exeter, Taunton, Torquay and Plymouth) had been undertaken in line with the Authority decision on 19 December 2013 (Minute DSFRA/38 refers).

The report outlined the methodology used for the consultations for which the results indicated that both the business community and the public felt that an increase in council tax by the Authority in 2014-15 would be reasonable. Of those agreeing that an increase would be reasonable, the majority favoured a 2% increase (69% public; 64% business community).

By virtue of Section 25 of the Local Government Act 2003, the Authority was obliged to receive from its Chief Finance Officer a statement on the robustness of the budget estimates and the adequacy of the levels of reserves and balances. This was appended to the report.

The Resources Committee, at its meeting on 21 February 2014, had considered budget options and associated council tax levels for the Authority in 2014-15 and had resolved (Minute RC/20 refers):

“that the Devon & Somerset Fire & Rescue Authority be recommended to approve:

- (a) that the level of council tax in 2014-15 for a Band D property be set at £76.89, as outlined Option B....representing a 1.99% increase over 2013-14; and*
- (b) that, accordingly, a Net Revenue Budget Requirement for 2014-15 of £75.794m be approved.*

Following a debate on the issue, Councillor Greenslade **MOVED**, with Councillor Smith seconding:

“that

- (a) the recommendations from the Resources Committee meeting held on 21 February 2014, relating to the Authority budget and associated council tax levels for 2014-15; and
- (b) the recommendation in report DSFRA/14/1 relating to the Treasurer’s Statement of the Robustness of the Budget Estimates and the Adequacy of the Authority Reserve Balances

be approved.”

The Motion was put to the vote and declared **CARRIED** by 21 votes for to 2 against, whereupon it was

RESOLVED

- (i) that, as recommended by the Resources Committee at its meeting on 21 February 2014 (Minute RC/20 refers), the level of council tax in 2014-15 for a Band D property be set at £76.89, as outlined in Option B in report DSFRA/14/1, representing a 1.99% increase over 2013-14;
- (ii) that, accordingly, a Net Revenue Budget Requirement for 2014-15 of £75,794,500 be approved;
- (iii) that, as a consequence of (i) and (ii) above:
 - (A) the tax base for payment purposes and the precept required from each billing authority for payment of a total precept of £42,962,580, as detailed on page 2 of the relevant budget book (circulated separately with the agenda for the meeting) and summarised overleaf be approved:

Billing Authority	Tax Base used for Collection £ p	Surplus/ (Deficit) for 2013-14 £ p	Precepts due 2014-15 £ p	Total due 2014-15 £ p
East Devon	54,047.00	-	4,155,674	4,155,674
Exeter	34,344.00	12,696	2,640,710	2,653,406
Mendip	37,452.86	49,843	2,879,750	2,929,593
Mid Devon	26,996.05	25,464	2,075,726	2,101,190
North Devon	31,543.02	(3,378)	2,425,343	2,421,965
Plymouth City	67,065.96	90,125	5,156,702	5,246,827
Sedgemoor	36,797.06	113,845	2,829,326	2,943,171
South Hams	36,250.26	24,000	2,787,282	2,811,282
South Somerset	56,140.81	24,322	4,316,667	4,340,989
Taunton Deane	37,662.97	17,500	2,895,906	2,913,406
Teignbridge	44,548.00	-	3,425,296	3,425,296
Torbay	41,713.28	41,627	3,207,334	3,248,961
Torridge	21,778.03	20,457	1,674,513	1,694,970
West Devon	19,185.50	-	1,475,173	1,475,173
West Somerset	13,229.00	17,340	1,017,178	1,034,518
	558,753.80	433,841	42,962,580	43,396,421

- (B) the council tax for each property bands A to H associated with the total precept of £42,962,580, as detailed on page 2 of the relevant budget book (circulated separately with the agenda for the meeting) and summarised below be approved; and

Valuation Band	Government Multiplier		Council Tax £ p
	Ratio	%	
A	6/9	0.667	51.26
B	7/9	0.778	59.80
C	8/9	0.889	68.35
D	1	1.000	76.89
E	11/9	1.222	93.98
F	13/9	1.444	111.06
G	15/9	1.667	128.15
H	18/9	2.000	153.78

- (iv) that the Treasurer's 'Statement of the Robustness of the Budget Estimates and the Adequacy of the Authority Reserve Balances', as set out at Appendix C to report DSFRA/14/1, be endorsed.

(NOTE: In accordance with Standing Order 24(3), Councillors Mrs. Bowyer and Prior-Sankey requested that their votes against a 1.99% increase in council tax for 2014-15 be recorded).

(SEE ALSO MINUTE DSFRA/44(e)(i) ABOVE AND DSFRA/45(b) BELOW.

(b) Capital Programme 2014-15 To 2016-17

The Authority considered a joint report of the Chief Fire Officer and the Treasurer (DSFRA/14/2) on a proposed Authority three-year capital programme, 2014-15 to 2016-17. The report identified the difficulties, given the size and geographical area covered by the Authority combined with funding restraints, of adequately maintaining the premises and fleet portfolio of the Authority.

These issues were exacerbated by the Authority's self-imposed prudential indicator to restrict debt charges associated with capital expenditure to a maximum of 5% of the approved revenue budget.

The programme now presented remained within this indicator for the period in question albeit that in seeking to secure this no major estates projects were included and it was also proposed to reduce the provision for minor improvements and structural maintenance by £0.5m over the next three years.

The Authority had the second largest fleet of all fire and rescue service and until last year the fleet replacement programme had been reduced in favour of the estates programme. It was proposed to redress this over the forthcoming three financial years, with a particular focus being on the introduction of Light Rescue Pumps (LRPs). The Service had, in 2013-14, submitted a bid for £4.7m over a two year period to off-set future borrowing costs associated with this programme. Unfortunately, that bid had not proven successful and, while endeavours would be maintained to secure external funding, it remained that additional borrowing to fund the LRP programme could cause the 5% indicator to be breached in 2017-18.

Any provision made from revenue towards capital projects would, however, mitigate this risk and for 2014-15 it was proposed that a revenue contribution of either of £1.2m or £1.566m be made towards the LRP project, depending on whether Option A or B respectively was approved in relation to the 2014-15 revenue budget. Appended to the report were prudential indicators for a capital programme predicated either on Option A or B.

The Resources Committee had considered the draft Capital Programme 2014-15 to 2016-17 at its meetings on both 3 and 21 February 2014 and, at the latter meeting, had revised its initial proposal in light of clarification of the proposed revenue budget provision to recommend the Authority to approve, amongst other things, a revenue contribution of £1.566m towards the LRP project (Minute RC/21 refers).

Councillor Greenslade **MOVED**, with Councillor Smith seconding:

“that the recommendations of the Resources Committee on 21 February 2014 in relation the proposed Capital Programme 2014-15 to 2016-17 be approved.”

The Motion was put to the vote and declared **CARRIED** whereupon it was

RESOLVED

- (i) that, as recommended by the Resources Committee at its meeting on 21 February 2014, a minimum revenue contribution of £1.566m be made from the 2014-15 revenue budget towards the Light Rescue Pumps (LRP) project;
- (ii) that the draft Capital Programme 2014-15 to 2016-17, as set out in report DSFRA/14/2 and summarised in the table set out at Appendix A to these Minutes, be approved;
- (iii) that the associated Prudential Indicators, as set out in the report and summarised in the table set out at Appendix B to these Minutes be approved;

- (iv) that the forecast impact of the proposed Capital Programme (from 2017-18 onwards) on the 5% debt ratio Prudential Indicator, as indicated in the report, be noted.

(SEE ALSO MINUTES DSFRA/44(e)(ii) AND DSFRA/45(b) ABOVE; AND MINUTE DSFRA/45(c) BELOW).

(c) Treasury Management Strategy (Including Prudential And Treasury Indicators 2014-15 To 2016-17)

The Authority considered a report of the Treasurer (DSFRA/14/3) setting out, amongst other things:

- a treasury management and investment strategy for 2014-15, with associated indicators;
- prudential indicators associated with the treasury management and investment strategy; and
- a Minimum Revenue Provision statement for 2014-15.

The Local Government Act 2003 and supporting regulations required the Authority:

- ensure that its capital investment plans were affordable, prudent and sustainable; and
- to establish a treasury management strategy setting out its policies for borrowing and managing its investments, giving priority to the security and liquidity of those investments.

In doing so, the Authority was required to “have regard to” the Prudential and Treasury Management Codes produced by the Chartered Institute for Public Finance Accountancy (CIPFA). The strategy and prudential indicators as set out in the report were compliant with the latest iterations of the CIPFA Codes.

RESOLVED

- (i) that the Treasury Management and Annual Investment Strategy as detailed in report DSFRA/14/3 be approved;
- (ii) that the Treasury Management Prudential and other Indicators as detailed in the report and set out in the table at Appendix B to these Minutes be approved;
- (iii) that the Treasurer be delegated authority to effect movements between the separately agreed prudential limits for borrowing;
- (iv) that the Minimum Revenue Provision set out in the report and attached at Appendix C to these Minutes be approved;
- (v) that the statement at paragraph 4.4 of the report, to the effect that borrowing limits and the debt management strategy had been set to ensure that – in the medium term – the gross borrowing would return to below the capital financing requirement for 2013-14 to 2016-17, in line with the requirements of the CIPFA Prudential Code, be noted.

(SEE ALSO MINUTE DSFRA/45(b) ABOVE)

DSFRA/46.

Transformation Funding for 2015-16

The Authority considered a report of the Chief Fire Officer (DSFRA/14/4) on the announcement by the government of transformation funding for 2015-16, the proposed single competitive process for bidding against this fund and the intended method for this Authority to submit bids in accordance with the process indicated by the Department for Communities and Local Government (CLG). Work had been ongoing with potential partner agencies (e.g. the South West Ambulance Services Trust) to identify and develop appropriate bids. It was intended that the detail of any such bids would be presented to the Members' Forum scheduled for 26 March 2014.

RESOLVED

- (a) that the indicative process for submission of bids against the government Transformation Funding for fire and rescue authorities in 2015-16, together with the proposal to submit bids on behalf of the Authority as outlined in paragraph 2.3 of report DSFRA/14/4, be noted; and
- (b) that, in line with (a) above and with guidance issued by the Department for Communities and Local Government, the Treasurer and Authority Chairman be authorised to sign-off any bid submitted on behalf of the Authority against the fire and rescue authority transformation funding 2015-16.

DSFRA/47.

Confirmation of Scheme of Members Allowances 2014-15

The Authority considered a report of the Clerk to the Authority (DSFRA/14/5) inviting it to consider, as required by Regulations, its approved Scheme of Members Allowances to apply for the forthcoming financial year. The report identified, amongst other things, Basic and Special Responsibility Allowances (SRAs) payable under the existing scheme, together with those rates agreed for reimbursement of travel and subsistence expenditure.

The Scheme had last been subject to a major review in 2012. In line with regulatory requirements, a further major review was required by no later than 2016 although, in reviewing the Scheme in 2012, the Authority had approved the recommendation to consider an interim review prior to 2016, with a particular focus on Special Responsibility Allowances.

A peer review of the Authority was scheduled for later in 2014. This review would feature, amongst other things, an examination of the governance arrangements currently in place for the Authority and could in turn be used to determine whether a partial review of allowances should be conducted prior to 2016.

Councillor Prior-Sankey **MOVED**, with Councillor Mrs. Bowyer seconding:

“that the existing Scheme of Members Allowances be amended as follows:

1. *that no Member should receive more than one SRA;*
2. *that SRAs for membership of the Commercial Services Committee be removed;*
3. *that the SRAs for Committee Chairs be reduced from 1.5 to 1 x Basic Allowance;*
4. *that Members should no longer be able to claim expenses for lunch;*

5. *that Members should purchase their own Authority ties and other badged items.*

The Motion was put to the vote and declared **LOST** by 16 votes against to 3 votes for, with 3 abstentions.

Councillor Dyke **MOVED**, with Councillor Randall-Johnson seconding:

“that the existing approved Scheme of Members Allowances, including the levels of Basic and Special Responsibility Allowance (and mechanism for the automatic uprating of these) and rates payable for reimbursement of travel and subsistence expenditure, be approved for 2014-15 and the Clerk authorised to publicise these details in one or more newspapers circulating in the area served by the Authority, as required by the relevant Regulations.”

The Motion was put to the vote and declared **CARRIED** by 21 votes for to 2 against, whereupon it was

RESOLVED that the existing approved Scheme of Members Allowances, including the levels of Basic and Special Responsibility Allowance (and mechanism for the automatic uprating of these) and rates payable for reimbursement of travel and subsistence expenditure, be approved for 2014-15 and the Clerk authorised to publicise these details in one or more newspapers circulating in the area served by the Authority, as required by the relevant Regulations.

(**NOTE:** In accordance with Standing Order 24(3), Councillors Mrs. Bowyer and Prior-Sankey requested that their votes in support of the Motion advanced by Councillor Prior-Sankey and against the Motion advanced by Councillor Dyke be recorded).

DSFRA/48. Localism Act - Pay Policy Statement 2014-15

The Authority considered a report of the Clerk to the Authority (DSFRA/14/6) to which was appended a draft Pay Policy Statement for the Authority for the 2014-15 financial year. The Localism Act 2011 required all relevant authorities to approve and publish, by 31 March in each year, a Pay Policy Statement to operate for the forthcoming financial year and setting out the Authority’s policies on a range of issues relating to the pay of its workforce and in particular senior staff and the lowest paid employees.

The draft Pay Policy Statement had been revised from earlier versions in light of both statutory guidance and the best practice guidance published by the Local Government Association (“Pay Policy in Practice in Local Authorities – A Guide for Councillors”) and now included arrangements for reviewing Chief Officers’ pay and a statement on the Authority’s position on re-employment of employees following redundancy or retirement.

RESOLVED

- (a) that, subject to the inclusion of the amendments to Section 8 of the document as indicated below, the Pay Policy Statement as appended to report DSFRA/14/6 be approved and published in accordance with the requirements of the Localism Act 2011.

Amendments

- (i) retitle Section 8 to read “Re-employment of Employees”;
- (ii) replace term “senior managers” with “employees”;

- (iii) insert new Paragraph 8.2 as follows:
- “For each of the above scenarios:
- the approval of the Human Resources Management & Development Committee will be required for the re-employment, following redundancy, of any former employee up to Executive Board posts; or
 - the approval of the full Authority will be required for the re-employment, following redundancy, of any Executive Board post-holder; and
 - for each of the above two approval processes, the Authority may require the repayment of one 24th part of any redundancy payment made by the Authority for every month less than 24 months between the date of redundancy and the date of re-employment”
- (iv) Insert the words “in principle” after “The Authority will...” at the start of [newly numbered] paragraph 8.3 and add the following additional sentence at the end of that paragraph:
- “The re-employment of any employee who has retired will, however, be subject to:
- the approval of the Human Resources Management & Development Committee for all employees up to Executive Board posts; or
 - the approval of the full Authority for any Executive Board post-holder.
- (v) Insert the following as the final sentence to [newly numbered] paragraph 8.4:
- “The authorisation of any such flexible retirement arrangements will be subject to the approval mechanism detailed above”
- (b) that the Terms of Reference of the Human Resources Committee be amended to reflect the approval mechanism above.

DSFRA/49. Flooding Response – Council Tax Discounts

(An item taken in accordance with Section 100B(4)(b) of the Local Government Act 1972).

The Chairman decided that this should be taken as an urgent matter to enable the Authority to respond at the earliest opportunity to requests received from Sedgemoor District and Taunton Deane Borough Councils following despatch of the agenda for this meeting.

The Clerk reported on receipt, on 21 February 2014, of letters from Sedemoor District and Taunton Deane Borough Councils requesting support from this Authority, in the form of its proportion of precept, towards council tax relief schemes for residents affected by the recent flooding in Somerset. It was anticipated that similar letters would be received from other affected councils in Somerset.

The Clerk further reported that the Authority had the legal power to make such a contribution by virtue of powers inserted into the Fire & Rescue Services Act 2004 by the Localism Act 2011 but that in doing so it should have regard to its overriding fiduciary duty to council tax payers as a whole.

RESOLVED

- (a) that in-principle approval be given to the provision of funding, representing this Authority's proportion of precept, towards council tax relief offered by Sedgemoor District and Taunton Deane Borough Councils (and any other affected Somerset District or Borough Councils) to residents affected by the recent flooding, subject to any government funding allocated for this purpose being apportioned proportionately to all participating precepting authorities;
- (b) that the same in-principle approval be given to any requests that may subsequently be received for support towards business rates relief in affected areas;
- (c) that the Treasurer be authorised, following consultation with the Chairman and having due regard to the impact on the Authority's budget, to implement the above in-principle decisions as necessary.

(SEE ALSO MINUTE DSFRA/43 ABOVE).

DSFRA/50.

Openness of Local Government Bodies Regulations 2014 – Consultation Response

(An item taken in accordance with Section 100B(4)(b) of the Local Government Act 1972).

The Chairman decided that this should be taken as an urgent matter to enable the Authority to submit a considered response to a recently-received consultation from the Department for Communities and Local Government by the relevant closing date (12 March 2014), which was before the next scheduled Authority meeting.

The Clerk reported and circulated an aide memoire on draft Regulations on the admission to and reporting of local authority meetings and the written recording of decisions taken by officers under delegated powers and associated public access to such decisions. The draft Regulations were subject to consultation by the Department for Communities and Local Government, with a closing date for responses of 12 March 2014. A copy of a proposed response by the Authority was appended to the aide memoire.

RESOLVED that the proposed response to the consultation by the Department for Communities and Local Government on the draft Openness of Local Government Bodies Regulation, as appended to the aide memoire circulated by the Clerk at the meeting, be approved and the Clerk authorised to submit it on behalf of the Authority.

(SEE ALSO MINUTE DSFRA/43 ABOVE).

DSFRA/51.

Chairman's Announcements

The Chairman reported, for information, on those activities he had undertaken on behalf of the Authority since its last meeting.

DSFRA/52.

Chief Fire Officer's Announcements

The Chief Fire Officer reported on:

- a fatal fire in Dunmere Road, Torquay, on 9 February 2014. The fatality was a 26 year old male. Service emergency response standards had been met at the incident (the first appliance arriving within 7 minutes; the second within 12 minutes) – the tragedy serving to evidence, amongst other things, the importance of taking appropriate fire prevention measures. The Chief Fire Officer had subsequently written to the Directors of Public Health in Torbay, Plymouth, Devon and Somerset to further emphasise the case for more effective sharing of information and a co-ordinated approach to the identification of vulnerable people.
- the current situation in relation to the flooding of the Somerset Levels. The operation was now entering the “recovery” phase, meaning that the direct contribution made by the Devon & Somerset Fire & Rescue Service would start to lessen. The Chief had written to all Service staff involved with the issue – both front-line and support – to thank them for their efforts.

The meeting started at 09:30hours and finished at 12:00hours.

APPENDIX A TO THE MINUTES OF THE BUDGET MEETING OF THE AUTHORITY HELD ON 24 FEBRUARY 2014

Capital Programme (2014-15 to 2019-20)				PROPOSED PROGRAMME 2014-15 TO 2016-17			INDICATIVE PROGRAMME 2017-18 TO 2019-20		
2013-2014 Revised Programme (£000)	2013-2014 Predicted outturn (£000)	Item	PROJECT	2014-15 (£000)	2015-16 (£000)	2016-17 (£000)	2017-18 (£000)	2018-19 (£000)	2019-20 (£000)
79	39		Estate Development						
1,544	1,214		SHQ major building works	40					
			Major Projects - Training Facility at Exeter Airport	330					
			Minor improvements & structural maintenance	2,050	1,500	1,500	1,750	1,750	1,750
255	97		USAR works	158					
1,288	1,153		Minor Works slippage from earlier years	134					
63	43		Projects funded from Revenue	20					
3,229	2,546		Estates Sub Total	2,732	1,500	1,500	1,750	1,750	1,750
			Fleet & Equipment						
			Appliance replacement	2,557	3,202	2,557	2,557	1,438	2,119
			Specialist Operational Vehicles			400	400		
60	56		Vehicles and equipment funded from revenue	0					
			Equipment	1,454	320	320	320	380	200
100	100		USAR Vehicles	0					
481	337		Equipment slippage from earlier years	144					
2,883	1,937		Appliance & Specialist Operational Vehicle slippage from earlier years	940					
3,523	2,430		Fleet & Equipment Sub Total	5,095	3,522	3,277	3,277	1,818	2,319
6,752	4,976		SPENDING TOTALS	7,827	5,022	4,777	5,027	3,568	4,069
			Programme funding						
1,596	1,596		Main programme	2,849	5,022	4,777	5,027	3,568	4,069
3,361	1,743		Revenue funds	3,422					
355	197		Earmarked Reserves	158					
1,440	1,440		Grants	1,398					
6,752	4,976		FUNDING TOTALS	7,827	5,022	4,777	5,027	3,568	4,069

**APPENDIX B TO THE MINUTES OF THE BUDGET MEETING OF THE AUTHORITY HELD ON
24 FEBRUARY 2014**

PRUDENTIAL INDICATORS	INDICATIVE INDICATORS 2017-18 to 2019-20					
	2014-15 £m estimate	2015-16 £m estimate	2016-17 £m estimate	2017-18 £m estimate	2018-19 £m estimate	2019-20 £m estimate
Capital Expenditure						
Non - HRA	7.827	5.022	4.777	5.027	3.568	4.069
HRA (applies only to housing authorities)						
Total	7.827	5.022	4.777	5.027	3.568	4.069
Ratio of financing costs to net revenue stream						
Non - HRA	3.86%	4.32%	5.00%	5.57%	6.13%	6.51%
HRA (applies only to housing authorities)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Capital Financing Requirement as at 31 March	£000	£000	£000	£000	£000	£000
Non - HRA	27,328	30,327	32,779	35,231	35,946	36,939
HRA (applies only to housing authorities)	0	0	0	0	0	0
Other long term liabilities	1,509	1,443	1,374	1,299	1,209	1,112
Total	28,837	31,770	34,153	36,530	37,155	38,051
Annual change in Capital Financing Requirement	£000	£000	£000	£000	£000	£000
Non - HRA	1,328	2,933	2,383	2,377	625	896
HRA (applies only to housing authorities)	0	0	0	0	0	0
Total	1,328	2,933	2,383	2,377	625	896
Incremental impact of capital investment decisions	£ p	£ p	£ p	£ p	£ p	£ p
Increase/(decrease) in council tax (band D) per annum	-£0.19	-£0.44	-£0.20	N/A	N/A	N/A
PRUDENTIAL INDICATORS - TREASURY MANAGEMENT						
Authorised Limit for external debt	£000	£000	£000	£000	£000	£000
Borrowing	34,145	36,747	37,585	38,701	39,565	40,252
Other long term liabilities	1,449	1,371	1,278	1,177	1,070	963
Total	35,594	38,118	38,863	39,878	40,635	41,216
Operational Boundary for external debt	£000	£000	£000	£000	£000	£000
Borrowing	32,779	35,231	35,946	36,939	37,768	38,405
Other long term liabilities	1,374	1,299	1,209	1,112	1,010	907
Total	34,153	36,530	37,155	38,051	38,778	39,313

TREASURY MANAGEMENT INDICATOR	Upper Limit %	Lower Limit %
Limits on borrowing at fixed interest rates	100%	70%
Limits on borrowing at variable interest rates	30%	0%
Maturity structure of fixed rate borrowing during 2014/15		
Under 12 months	30%	0%
12 months and within 24 months	30%	0%
24 months and within 5 years	50%	0%
5 years and within 10 years	75%	0%
10 years and above	100%	50%

**APPENDIX C TO THE MINUTES OF THE BUDGET MEETING OF THE AUTHORITY HELD ON
24 FEBRUARY 2014**

MINIMUM REVENUE STATEMENT (MRP) 2014-15

Supported Borrowing

The MRP will be calculated using the regulatory method (option 1). MRP will therefore be calculated using the formulae in the old regulations, since future entitlement to RSG in support of this borrowing will continue to be calculated on this basis.

Un-Supported Borrowing (including un-supported borrowing prior to 1 April 2008)

The MRP in respect of unsupported borrowing under the prudential system will be calculated using the asset life method (option 3). The MRP will therefore be calculated to repay the borrowing in equal annual instalments over the life of the class of assets which it is funding. The repayment period of all such borrowing will be calculated when it takes place and will be based on the finite life of the class of asset at that time and will not be changed.

Finance Lease and PFI

In the case of Finance Leases and on balance sheet PFI schemes, the MRP requirement is regarded as met by a charge equal to the element of the annual charge that goes to write down the balance sheet liability. Where a lease of PFI scheme is brought, having previously been accounted for off-balance sheet, the MRP requirement is regarded as having been met by the inclusion of the charge, for the year in which the restatement occurs, of an amount equal to the write-down for the year plus retrospective writing down of the balance sheet liability that arises from the restatement. This approach produces an MRP charge that is comparable to that of the Option 3 approach in that it will run over the life of the lease or PFI scheme and will have a profile similar to that of the annuity method.

MRP will normally commence in the financial year following the one in which the expenditure was incurred. However, when borrowing to construct an asset, the authority may treat the asset life as commencing in the year in which the asset first becomes operational. It may accordingly postpone the beginning to make MRP until that year. Investment properties will be regarded as becoming operational when they begin to generate revenues.

DEVON & SOMERSET FIRE & RESCUE AUTHORITY



REPORT REFERENCE NO.	DSFRA/14/7
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (ANNUAL MEETING)
DATE OF MEETING	29 MAY 2014
SUBJECT OF REPORT	REVIEW OF CONSTITUTIONAL GOVERNANCE FRAMEWORK DOCUMENTS
LEAD OFFICER	Clerk to the Authority
RECOMMENDATIONS	<p>(a) <i>that, once the relevant Regulations come into force, the Clerk be authorised to make those amendments to Standing Orders and meeting agenda sheets as indicated in paragraphs 2.3 and 2.4 of this report;</i></p> <p>(b) <i>that, in relation to Financial Regulations:</i></p> <p>(i) <i>the proposed change to Financial Regulation D7, as identified in paragraph 2.5 and 2.6 of this report and dealing with advance payments, be approved;</i></p> <p>(ii) <i>the change to Financial Regulations arising from clarification of governance arrangements for commercial trading activities, as identified in paragraph 2.7, be noted;</i></p> <p>(iii) <i>the consequential changes to Financial Regulations arising from the management restructure, as outlined in paragraph 2.8 of this report, be noted;</i></p> <p>(c) <i>that, in relation the Scheme of Delegations:</i></p> <p>(i) <i>the revisions as identified in paragraph 2.9 of this report be endorsed;</i></p> <p>(ii) <i>the revisions as identified in paragraph 2.11 be approved;</i></p> <p>(d) <i>that the revisions to the Corporate Governance Code, Strategy for the Prevention and Detection of Fraud and Corruption and “Whistleblowing” Code (Confidential Reporting Strategy), as indicated in paragraphs 2.13 and 2.15 of this report, be noted;</i></p> <p>(e) <i>that, subject to (a) to (d) above, the constitutional governance framework documents as listed at paragraph 1.1 of this report be endorsed.</i></p>

EXECUTIVE SUMMARY	This report sets out information on the most recent review of the Authority's constitutional governance framework documents (Standing Orders, Financial Regulations etc). which, while not a statutory requirement, is nonetheless undertaken at least annually as a matter of good practice.
RESOURCE IMPLICATIONS	Nil.
EQUALITY RISKS AND BENEFITS ASSESSMENT (ERBA)	The contents of this report are considered compatible with equalities and human rights legislation.
APPENDICES	Nil.
LIST OF BACKGROUND PAPERS	Nil.

1. **BACKGROUND**

1.1 At its inaugural meeting on 11 April 2007 the Authority approved a number of “in-principle” decisions previously approved by the Shadow Authority, including its Constitutional Governance Framework documents (Minute DSFRA/5 refers). These documents now include, amongst other things:-

- The Accountabilities, Roles and Responsibilities of Members of the Devon & Somerset Fire & Rescue Authority
- Members’ Code of Conduct;
- Member/Officer Protocol;
- Policy on Gifts and Hospitality;
- Scheme of Members Allowances;
- Standing Orders;
- Financial Regulations;
- Procurement and Contract Regulations;
- Scheme of Delegations;
- Corporate Governance Code;
- Treasury Management Policy;
- Strategy on the Prevention and Detection of Fraud and Corruption; and
- “Whistleblowing” Code (Confidential Reporting Policy).

1.2 The Authority Constitutional Governance Framework documents may be viewed on the Authority’s website by following the link below.

www.dsfire.gov.uk/FireAuthority/ConstitutionalGovernance

The constitutional operation of the Authority also features a Committee structure (with associated terms of reference). This is addressed by a report elsewhere on the agenda for this meeting.

1.3 The documents referred to above were drafted by reference to a number of sources, some statutory; some based upon “models” issued either by central government or by professional bodies (e.g. the Chartered Institute for Public Finance Accountancy – CIPFA); and others best practice. While there is no legal requirement for the documents to be reviewed, it is nonetheless considered best practice to review the documents at least on an annual basis to ensure that they continue to be “fit for purpose”. This clearly does not preclude making revisions at any time to any of the documents where this might be required by changes in legislation or internal structure; or the approval of new documents to enhance the governance framework. Indeed, in practice the documents tend to be “dynamic” and are amended as and when the need arises.

1.4 When undertaking the annual review any of the Authority’s constitutional governance framework documents due regard is taken of:

- any current “best practice” models;
- any existing national guidance and model documents;
- similar documents in use by other combined fire and rescue authorities; and
- similar documents in use by constituent authorities.

2. OUTCOME OF MOST RECENT REVIEW

2.1 Each of the Authority's Constitutional Framework documents have again been subject to review over the last twelve months and will continue to be subject to ongoing review with any further proposed revisions submitted to future meetings of the Authority as required. The following changes or proposed changes are set out below:

Standing Orders

2.2 At the time of producing this report, it is anticipated that the Government will shortly enact the Openness of Local Government bodies Regulations 2014. The consultation on these Regulations was reported to the Authority Budget Meeting on 24 February 2014 (Minute DSFRA/50 refers). The Regulations will, once enacted, introduce two new requirements on the Authority:

1. a requirement to allow "reporting" (video/audio recording and commentary) of Authority meetings by any press and public attending; and
2. a requirement for certain decisions exercised by officers under either a specific or general delegation from the Authority to be both recorded in writing and made available to the public (including production on the Authority's website).

2.3 The first of these requirements will require an amendment to the Authority's existing Standing Orders. Consequently, it is proposed that – once the Regulations are brought into force – the Clerk should be authorised to amend Standing Orders as follows:

- deletion of existing Standing Order 4(7) (preventing video and audio recordings of meetings except with the consent of the Chairman and prohibiting the display of publicity/campaign material by the public [including representative bodies] in meeting rooms during meetings);
- insertion of new Standing Order 4(7) as follows:

"When meetings are open to the public, any person attending may report (i.e. film, photograph or make an audio recording of the meeting) on the meeting and use any communication method, including the internet, to publish, post or otherwise share the results of such reporting activity"
- insertion of a new Standing Order 4(8) as follows:

"The display within the meeting room of any publicity/campaign material by the public (including employees or representative bodies of the Devon and Somerset Fire and Rescue Service) and/or press) is not permitted"
- the renumbering of existing Standing Orders 4(8) and 4(9) accordingly.

2.4 It is also proposed that a note advising that meetings may be recorded by any public or press attending should be included on the agenda sheets for all Authority meetings to which the Access to Information requirements apply. The proposed wording for this note is set out below and the Authority is asked to authorise the Clerk to make this change once the Regulations come into force.

Reporting of meetings

Any person attending a meeting may report (film, photograph or make an audio recording) on any part of the meeting which is open to the public and use any communication method, including the internet and social media (Facebook, Twitter etc.), to publish, post or otherwise share the report. The Authority accepts no liability for the content or accuracy of any such report, which should not be construed as representing the official, Authority record of the meeting. Similarly, any views expressed in such reports should not be interpreted as representing the views of the Authority.

Financial Regulations

- 2.5 Following a recent issue as reported to the Resources Committee on 3 February 2014 (Minute *RC/18 refers), an opportunity has been taken to amend Financial Regulations in relation to controls on advance payments and to clarify the position in relation to officer delegations for overpayments of salary or allowance (which are already provided for in the Schedule to the Regulations). The wording of revised Financial Regulation is shown below:

Financial Regulation D7

Current Wording:-

The approval of the Authority will be required:

- (a) *to write off any debt in excess of the limit as set out in the Schedule to these Financial Regulations;*
- (b) *for the making of any grant in excess of the limit as set out in the Schedule to these Financial Regulations*

Revised Wording (shown in bold):-

*The approval of the **Resources Committee or Authority, as appropriate**, will be required:*

- (a) *to write off any debt in excess of the limit as set out in the Schedule to these Financial Regulations;*
- (b) ***to write off any overpayment of salary or allowance in excess of the limit as set out in the Schedule to these Financial Regulations***
- (c) ***for the making of any payment in advance of delivery of goods or services in excess of the limit as set out in the Schedule to these Financial Regulations;***
- (d) *for the making of any grant in excess of the limit as set out in the Schedule to these Financial Regulations.*

- 2.6 It is proposed that the limits referred to in the new Financial Regulation D7(b) should be those previously agreed and contained in Financial Regulations for in-year virements between subjective budget headings:

- making of advance payments delegated to officers – up to and including £50,000;
- making of advance payments – Resources Committee approval required – between £50,000 and £150,000;
- making of advance payments – full Authority approval required – in excess of £150,000

The Authority is invited to approve the above changes, which will also necessitate a change to the Authority's Scheme of Delegations – see paragraph 2.10 below.

- 2.7 Financial Regulations have also been amended to reflect the actual position in relation to the governance arrangements of the Authority's commercial trading activities, which are now dealt with exclusively through Red1 Ltd, with the Commercial Services Committee exercising democratic oversight on behalf of the Authority. This has resulted in the deletion of the following:

Reference to the Commercial Services Board (Financial Regulations, paragraph A18) – this Board no longer exists;

Reference to Commercial Activities (Financial Regulations, paragraphs A26 to A28) – no longer reflect governance arrangements.

The Authority is invited to note this change.

- 2.8 The Authority has also been informed previously of the slimming down of the top team and re-alignment of strategic and day-to-day management responsibilities (Minute DSFRA/12, Authority ordinary meeting 30 May 2013 refers). Accordingly, Financial Regulations have now been revised to reflect the new management structure (i.e. references to former bodies [e.g. Senior Management Board] replaced by references to current bodies [i.e. Executive Board, Service Leadership Team and Extended Leadership Team]), as appropriate. These amendments are incidental and do not materially affect the content of the Regulations. To this effect, the Authority is asked to note the changes.

Scheme of Delegations

- 2.9 This document has been revised as follows, largely as a result of the previously-mentioned change in management structure:

- in the Definitions section, deletion of reference to Senior Management Board and substitution by reference to Executive Board and Service Leadership Team
- paragraph 1.4 – re-worded to read: “In the absence of the post-holder, all matters in this Scheme of Delegations delegated to the Chief Fire Officer may be exercised by another member of the Executive Board, depending on availability”;
- paragraph 3.7 – deletion of reference to “Annual Governance Statement” and substitution by reference to “Annual Statement of Assurance”. This latter document incorporates all of the contents of the former Annual Governance Statement (including the governance statement to accompany the Statement of Accounts, as required by the Accounts and Audit [England] Regulations 2011) but also complies with the most recent iteration of the Fire and Rescue Service National Framework which requires fire and rescue authorities to provide annual assurance on financial, governance and operational matters and show how they have had due regard to the expectations set out in their integrated risk management plan and the requirements included in the Framework;
- paragraphs 4.17(i) and (j) – dealing with delegations to the Chief Fire Officer in relation to the Firefighters Pensions Schemes – have been replaced with a simplified, consolidated paragraph 4.17(i) providing a delegation to exercise those functions that may be delegated under the Pensions Schemes;

- change of heading for Section 6 (deletion of reference to Senior Management Board and substitution by reference to Executive Board and Service Leadership Team);
- deletion of “Director of Service Support” and substitution by “Relevant Executive Board officer” in paragraph 6.2, dealing with functions provided for in Financial Regulations and relating to the capital programme (financing individual schemes; approving excess expenditure on major schemes and Other Projects and ring-fenced generic budgets), the disposal of material assets and the writing off of redundant stocks/equipment (or discrepancies between actual stocks/equipment held and records of such) – in each case, subject to the limits indicated in Financial Regulations.

2.10 These changes represent minor rather than major, material changes. As such, the Authority is invited to endorse them.

2.11 A change to Financial Regulations, primarily relating to advance payments, was proposed earlier in this report – paragraph 2.6 above refers. On the basis that the Authority is minded to approve this revision, it will be necessary to also revise the approved Scheme of Delegations – Matters delegated to the Treasurer, as follows (the revisions shown in **bold, italics**):

Revised Scheme of Delegations paragraph 3.8:

In accordance with Financial Regulations and any Procedures made thereunder:

- (a) to approve virements between objective (Service function) budget headings up to and including the limit indicated in Financial Regulations;
- (b) To approve virements between subjective budget headings (individual budget headings WITHIN objective headings) up to and including the limit indicated in Financial Regulations;
- (c) ***to approve debt write-offs up to and including the limit indicated in Financial Regulations;***
- (d) ***to approve overpayments of salary or allowance up to and including the limit indicated in Financial Regulations;***
- (e) ***to approve advance payments for goods and/or services up to and including the limit indicated in Financial Regulations.***

Financial Regulations already, by implication, provide for officer decisions on debt write-offs and salary/allowance overpayments. The above revisions clarify these as specific to the Treasurer and also provide for the Treasurer to approve advance payments up to the limits identified. The Authority is invited to approve the above revision to the Scheme of Delegations.

2.12 Additionally, the relevant legislative documents governing the old and new Firefighters Pensions Schemes are currently being reviewed in the context of identifying and clarifying those matters that could be delegated to officers and those that should remain within the purview of the Authority. It is intended to submit a report on the outcome of this to the next meeting of the Human Resources Management & Development Committee with a view to an appropriate recommendation then being made to the next Authority meeting.

Corporate Governance Code

2.13 Since the last review:

- the Audit Commission has ceased to exist, so reference to this body in the Code has been deleted;
- reference to the “Annual Governance Statement” has been replaced by reference to the Annual Statement of Assurance (see paragraph 2.7 above);
- the opportunity has been taken to revise the Code to reflect the new management structure (i.e. references to former bodies [e.g. Senior Management Board] replaced by references to current bodies [i.e. Executive Board, Service Leadership Team and Extended Leadership Team]), as appropriate.

2.14 These revisions are incidental and do not materially alter the content of the Code. Consequently, the Authority is asked to note the revisions made.

Strategy on the Prevention and Detection of Fraud and Corruption and “Whistleblowing” (Confidential Reporting) Code

2.15 As with the other documents mentioned earlier, the opportunity has been taken to revise these documents to reflect the new management structure (i.e. references to former bodies [e.g. Senior Management Board] replaced by references to current bodies [i.e. Executive Board, Service Leadership Team and Extended Leadership Team]), as appropriate. These revisions are incidental and do not materially alter the contents. Consequently, the Authority is asked to note the revisions made.

3. CONCLUSION

3.1 As indicated in this report, the Authority’s constitutional documents have again been subject to review over the last twelve months with incidental changes highlighted and others identified for approval.

3.2 As previously reported, the Service has a commitment to continuous improvement to achieve and sustain its stated ambition of being an “excellent” organisation. As part of this, the Authority’s constitutional governance framework documents will continue to be subject to ongoing review with any further proposals for amendments being submitted as and when required.

M PEARSON
Clerk to the Authority



DEVON & SOMERSET FIRE & RESCUE AUTHORITY

REPORT REFERENCE NO.	DSFRA/14/8
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Annual Meeting)
DATE OF MEETING	29 May 2014
SUBJECT OF REPORT	SCHEDULE OF APPOINTMENTS TO COMMITTEES, OUTSIDE BODIES ETC.
LEAD OFFICER	Clerk to the Authority
RECOMMENDATIONS	<p>(a) <i>that, in accordance with Standing Orders, appointments be made to Committees etc. as shown in Part A of Appendix A to this report for the 2014-15 municipal year, the term of office to be until the Authority annual meeting in 2015;</i></p> <p>(b) <i>that the appointment of Mr. David Watson as the Authority's Independent Person as required by the procedures introduced by the Localism Act 2011, for a further twelve months until the Authority's annual meeting in 2015 be confirmed;</i></p> <p>(c) <i>that appointments be made to Outside Bodies as shown in Part B of Appendix A for the 2014-15 municipal year, the term of office to be until the Authority's annual meeting in 2015 unless otherwise indicated;</i></p> <p>(d) <i>that the Terms of Reference for the Authority Committees etc. as set out Appendix B to this report be confirmed.</i></p>
EXECUTIVE SUMMARY	<p>Appendix A to this report sets out appointments to Authority Committees, outside bodies etc., with Appendix B listing the Terms of Reference for each of the Authority's committees etc. under the current structure.</p> <p>The Authority is invited to make appointments to committees and outside bodies and confirm the Terms of Reference.</p>
RESOURCE IMPLICATIONS	Any resource implications associated with attendance at committee and outside body appointments etc. will be met from the approved budget for Members Allowances

EQUALITY RISKS AND BENEFITS ASSESSMENT (ERBA)	N/A
APPENDICES	<p>A. Appointments to Committees, Working Parties etc. and Outside Bodies.</p> <p>B. Terms of Reference of Committees</p>
LIST OF BACKGROUND PAPERS	None.

1. BACKGROUND AND INTRODUCTION

- 1.1 Following its establishment in 2007 the Authority put in place a committee structure to assist it in discharging its functions and also determined to make appointments to a number of outside bodies (e.g. the Local Government Association etc.) whose objectives accord with furthering the interests of the Authority.
- 1.2 Appointments to these are traditionally made at the Authority's Annual Meeting. Appended to this paper is a schedule setting out these appointments. This report now highlights a number of issues associated with this.

2. SCHEDULE OF APPOINTMENTS – GENERAL

- 2.1 The appended Schedule indicates purely the allocation of places to Committees and Outside Bodies for the previous (2013-14) municipal year. It should not be interpreted as any form of recommendation in relation to appointments for the forthcoming, 2014-15, municipal year.
- 2.2 The Authority is reminded that its Standing Orders provide for it to determine appointments to Committees etc. taking account of the principles of the Local Government and Housing Act 1989 (political proportionality).
- 2.3 The Authority is invited to make appointments to those Committees and outside bodies as set out in the appended Schedule.
- 2.4 In relation to outside body appointments, the Authority is asked to note that the Local Government General Assembly, at its meeting on 23 January 2014, resolved amongst other things to disband the former Urban and Rural Commissions to which this Authority previously made appointments. These bodies have now been replaced, respectively, by the City Regions Board and the People and Places Board, appointments to which are made directly by the Local Government Association.
- 2.5 The Authority also previously appointed one Member to each of the Plymouth and Exeter and Somerset Racial Equality Councils. It is understood, however, that the Somerset Racial Equality Council has ceased to operate. The Service has also re-defined its relationship with the Plymouth and Exeter Racial Equality Council and now has an officer seconded with that Council, providing a mutual benefit for both the Service and the Council. Consequently, the Authority is no longer required to make Member appointments to these bodies.

3. COMMITTEE STRUCTURE AND TERMS OF REFERENCE

- 3.1 As indicated previously, the Authority – following its establishment in April 2007 – formulated a committee structure with associated Terms of Reference to assist in the discharge of its functions.
- 3.2 This structure has evolved over the years to reflect changing needs and in 2011 was modified by the addition of a further Committee – the Commercial Services Committee – to exercise, in essence, oversight of the Authority's commercial services activity.
- 3.3 The Terms of Reference for the existing Committee structure are set out at Appendix B to this report.

3.4 The Authority is invited to confirm the Terms of Reference as set out.

MIKE PEARSON
Clerk to the Authority

SCHEDULE OF APPOINTMENTS TO COMMITTEES, WORKING PARTIES ETC. AND APPOINTMENTS TO OUTSIDE BODIES

PART (A) COMMITTEES, WORKING PARTIES ETC.

AUDIT AND PERFORMANCE REVIEW COMMITTEE

7 Members in total

(2013-14 Membership: Councillors Brazil, BurrIDGE-Clayton, Edmunds, Gribble, Healey, Horsfall and Radford).

COMMERCIAL SERVICES COMMITTEE

7 Members in total

(2013-14 Membership: Councillors Brazil, Dyke, Edmunds, Gordon, Healey, Randall Johnson and Woodman).

COMMUNITY SAFETY AND CORPORATE PLANNING COMMITTEE

7 Members in total

(2013-14 Membership: Councillors Bown, Bowyer, Colthorpe, Eastman, Ellery, Owen and Prior-Sankey)

DETERMINATIONS AND DISPENSATIONS COMMITTEE

5 Members in total

(2013-14 Membership: Councillors Bown, Horsfall, Prior-Sankey, Randall Johnson and Yeomans). **PLUS** Independent Person as required by the Localism Act: Mr. David Watson (appointment to be confirmed at this annual meeting).

HUMAN RESOURCES AND MANAGEMENT COMMITTEE

7 Members in total

(2013-14 Membership: Councillors Bown, Brooksbank, BurrIDGE-Clayton, Chugg, Horsfall, Knight and J Smith).

RESOURCES COMMITTEE

7 Members in total

(2013-14 Membership: Councillors Brooksbank, BurrIDGE-Clayton, Chugg, Dyke, Gordon, Greenslade and Yeomans).

CAPITAL PROGRAMME WORKING PARTY

4 Members in total

(2013-14 Membership: Councillors Bown, Greenslade, Randall Johnson and Woodman).

EQUALITY AND DIVERSITY MEMBER CHAMPION

One appointment (Councillor Randall Johnson in 2013-14).

CLIMATE CHANGE AND SUSTAINABILITY MEMBER CHAMPION

One appointment (Councillor Horsfall in 2013-14).

PART (B) APPOINTMENTS TO OUTSIDE BODIES

LOCAL GOVERNMENT ASSOCIATION (LGA)

(a) Fire Commission

One appointment – usually Authority Chairman.

Date of next meeting: **11.00, Friday 13 June 2014 at Local Government House, London.**

(b) General Assembly

Four appointments – normally, Chairman of the Authority and one representative from each of the three other constituent authorities, exercising the votes as shown.

(2013-14 appointees: Councillors Healey [Chairman][2 Service and 1 Corporate Vote]; Dyke, Gribble and Woodman [1 Service vote each]).

Member	No. votes exercised
Chairman	2 Service and 1 Corporate
	1 Service
	1 Service
	1 Service

(NOTE:- The General Assembly usually meets annually with Authority attendance being dependent on inclusion of fire and rescue related items in the business to be discussed. Date of next meeting: **Tuesday 8 to Thursday 10 July 2014, Bournemouth).**

DEVON STRATEGIC PARTNERSHIP BI-ANNUAL WORKSHOP

The Partnership runs two workshops per year to which wider stakeholders are invited. The first of these workshops is scheduled for **Friday 6 June 2014, between 09.30 and 13.00 in the Coaver Conference Centre, County Hall, Exeter.** The second workshop is normally held around November.

The Authority is invited to nominate one Member to attend the workshop sessions. (Councillor Radford in 2013-14)

SOUTH WEST COUNCILS

The South West Councils brings together the 41 local authorities in the region to:

- Provide a voice for constituent local authorities on major issues affecting the South West;
- Influence Government policy as it affects the region;
- Encourage partnership working between local authorities and other organisations and agencies in the South West on policy issues where a broader regional approach is required;
- Promote the sharing of good practice;
- Support councils through delivery of the Regional Improvement and Efficiency Partnership ([SW RIEP](#)).

One Member – usually Authority Chairman

SOUTH WEST PROVINCIAL COUNCIL

The Provincial Council is the joint negotiating machinery for the South West. It comprises the employers' side (South West Employers) and the trade union side and provides a forum for discussion, debate and negotiation on human resource issues.

The Provincial Council meets twice yearly and the Employers' side has a Management Committee, which meets three times a year to continue business.

The functions of the Provincial Council are:

- To exchange ideas with the view of increasing the understanding of the two Sides;
- To promote good industrial relations practice and training, including the development of good personnel practice;
- To undertake tasks as required by the National Joint Council;
- To establish and give legitimacy to dispute and conciliation machinery;
- To facilitate, should the need arise, the negotiation of collective agreements;
- To issue advice, as appropriate, to Local Authorities and Unions;
- To provide a forum for discussion on key strategic issues affecting Local Government industrial relations/training/personnel.

One Member (historically, Chair of the Human Resources Management and Development Committee).

SOUTH WEST FORUM OF FIRE AUTHORITIES

Authority Chairman

(NOTE:- This reconstituted Forum, comprising the Chairmen and Chief Fire Officers of South West fire and rescue services, replaced the formal South West Regional Management Board which was formally dissolved on 31 March 2011. The purpose of the Forum is to enable matters of mutual interest to be discussed in a less formal setting.)

DEVON AND SOMERSET FIRE AND RESCUE AUTHORITY

COMMITTEES, WORKING PARTIES ETC. - TERMS OF REFERENCE

AUDIT AND PERFORMANCE REVIEW COMMITTEE

Advisory ONLY

1. To oversee the content and operation of the Authority's Strategy on the Prevention and Detection of Fraud and Corruption, making recommendations to the Authority as appropriate.

Matters with Delegated Power to Act

2. To oversee internal and external audit arrangements and to approve annual audit plans.
3. To receive the reports of internal and external audit and external assessments of the organisation and to ensure that any recommendations and findings are appropriately addressed, implemented and monitored.
4. To receive regular reports monitoring the performance of the Service against agreed plans and agree action to address any shortfalls identified.
5. To receive regular corporate risk management reports and agree action to ensure that corporate risks are effectively managed.
6. To consider and approve the Authority's Statement of Accounts and Annual Governance Statement for the previous financial year.
7. To approve responses to external consultation documents on issues within the remit of the Committee and as referred by officers.

COMMERCIAL SERVICES COMMITTEE

Advisory ONLY

1. To recommend to the Authority in the first instance appropriate levels of delegation for variations on the commercial services budget (including approval to additional resources, subject to these being matched by additional income) and thereafter any revisions to levels of delegation, as may arise during the course of operations during the financial year in question in order to maximise commercial opportunities.
2. To make recommendations to the Authority on the use of any year-end trading surplus generated by commercial activities.

Matters with Delegated Power to Act

3. To approve both the overarching Business Case for commercial trading and, in line with the financial planning calendar, the Annual Commercial Services Business Plan.
4. In relation to the Annual Commercial Services Business Plan, to consider and approve any business case required to facilitate commercial trading in accordance with the provisions of the Local Government (Best Value Authorities) (Power to Trade) (England) Order 2009 ("the Order") or any subsequent amending legislation.
5. To consider and approve any trading activities of Red One Ltd within overall parameters to be set out in the approved Annual Commercial Services Business Plan and specifically to authorise investments as required up to the limits as agreed by the Authority.
6. To authorise contracts to be entered into after consideration of risks and opportunities presented.

7. In each case subject to legal advice and guidance that it is appropriate to do so, to establish additional trading entities (as appropriate) (NOTE: in the event of legal advice indicating otherwise, such matters will be referred to the full Authority for determination).
8. To authorise any permanent staffing increases in the authorised establishment required to deliver the Commercial Services, subject to the costs being met from income generated and in compliance with the agreed delegated levels of additional resource.
9. To monitor the financial status and performance of Red One Ltd in terms of expenditure on operating costs, costs recovered and profit generated and to take corrective action and report to the Authority on these issues as necessary.

COMMUNITY SAFETY AND CORPORATE PLANNING COMMITTEE

Advisory ONLY

1. To oversee development of the Corporate Plan and make recommendations as appropriate to the Authority.
2. To develop community safety priorities and make recommendations as appropriate to the Authority.

Matters with Delegated Power to Act

3. To consider and monitor the community risk profile to ensure that services are delivered effectively.
4. To approve new partnership arrangements in accordance with the Authority's Partnership Framework.
5. To approve responses to external consultation documents on issues within the remit of the Committee and as referred by officers.

DETERMINATIONS AND DISPENSATIONS COMMITTEE

1. To consider the outcomes of investigations into an alleged breach of the Authority's approved Code of Conduct, affording the Member subject to the allegation a right of hearing, and – in consultation with the "independent person" - to determine whether or not a breach of the approved Code has been established.
2. In the event that a Code breach is established, to consider the imposition of a sanction for the Member concerned from the following:
 - reporting the finding to the Authority for information and publishing the finding in local media;
 - a recommendation to the Authority that the Member concerned be removed from any or all Committees or Sub-Committees of the Authority;
 - instructing the Monitoring Officer to arrange training for the Member;
 - removing the Member concerned from all outside appointments to which s/he has been appointed or nominated by the Authority;
 - withdrawing facilities provided to the Member by the Authority, such as e-mail and Internet access; or
 - Excluding the Member from the Authority's offices or other premises, with the exception of meeting rooms as necessary for attending Authority, Committee and Sub-Committee meetings.

3. In the event of “sensitive” allegations of Code breach (e.g. where the Monitoring Officer may have previously advised the Member subject to the allegation on the matter concerned), to determine, following consultation with the independent person, whether or not an allegation should be investigated.
4. To consider, following submission in writing to the Monitoring Officer by the Member concerned, any request for a dispensation either to talk or to talk and vote in relation to a disclosable pecuniary interest in the following circumstances:
 - that, without the dispensation, the representation of different political groups on the body transacting the business would be so upset as to potentially alter the outcome of any vote on the matter;
 - That the Committee considers that the dispensation is in the interests of persons living in the authority’s area; or
 - That the Committee considers that it is otherwise appropriate to grant a dispensation.

HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT COMMITTEE

Advisory ONLY

1. To consider and make recommendations to either the Resources Committee or the Authority, as appropriate, on any proposed changes in Service structure, terms and conditions of service, or issues in relation to equality and fairness, pensions entitlements, health and safety and training of all employees where the financial implications of any such changes cannot be met from within existing resources or would require a virement(s) in excess of the lower threshold as set out in Financial Regulations.

Matters with Delegated Power to Act

2. Where a discretionary policy has been determined, to consider individual cases as may be referred by the Chief Fire Officer.
3. To approve and monitor a Member Development Strategy.
4. To provide in the first instance for membership of Appointments Panels for the posts of Chief Fire Officer, Deputy Chief Fire Officer, Assistant Chief Fire Officer, Treasurer and Clerk.
5. To approve and monitor the operation of any Code of Conduct for Employees.
6. To appoint from amongst its Members a Panel of three Members with delegated authority to consider and determine complaints made by individuals under Stage 2 of the Firefighters’ Pensions Scheme Internal Dispute Resolution Procedure.
7. To approve responses to external consultation documents on issues within the remit of the Committee and as referred by officers.

RESOURCES COMMITTEE

Advisory ONLY

1. To give preliminary consideration to and recommend to the Authority a provisional budget and Council Tax requirement for the forthcoming year.
2. To consider in the first instance the financial implications of any proposals for which resources have not already been approved and to make recommendations on these as appropriate to the Authority.

Matters with Delegated Power to Act

3. To consider budget monitoring reports and to approve any necessary modifications and specifically to authorise virements within the thresholds as set out in the Financial Regulations subject to all financial implications being contained within the overall revenue budget.
4. In accordance with Procurement and Contract Regulations:-
 - to determine from time to time contract financial thresholds for the purpose of determining the appropriate tendering process to be applied;
 - to authorise further negotiations with tenderers following receipt of tenders in circumstances other than those currently provided for in Procurement and Contract Regulations;
 - to accept a tender other than that providing best value for money when it is considered such acceptance is in the best financial interests of the Authority or it is considered there are other special circumstances.
5. In accordance with Financial Regulations:-
 - to approve of the acquisition or disposal of any land or buildings subject to a conveyance;
 - to approve of the disposal of any material asset where the estimated disposal value is within the thresholds as set out in the Schedule to the Regulations;
 - to write off any redundant stock and equipment within the thresholds as set out in the Schedule to the Regulations;
 - to write-off any stock and equipment deficiencies within the thresholds as set out in the Schedule to the Regulations;
 - to write-off any debt within the thresholds as set out in the Schedule to the Regulations;
 - to write off any overpayment of salary or allowance within the thresholds as set out in the Schedule to the Regulations;
 - to make any grant within the thresholds as set out in the Schedule to the Regulations.
6. To monitor progress of schemes included in the approved Capital Programme including the schedule of individual schemes funded from either the Ring Fenced Maintenance or Other Projects generic capital budgets and specifically in accordance with Financial Regulations:-
 - to approve any proposal to finance a capital scheme from the revenue budget where the level of expenditure to be incurred is within the thresholds as set out in the Schedule to the Regulations;
 - to approve any excess of estimated expenditure for an individual major capital scheme over approved Capital Programme provision within the thresholds as set out in the Schedule to the Regulations and subject to the additional expenditure being contained from within the overall capital programme limit for the year in question;
 - to approve the excess of overall expenditure on Other Projects or Ring Fenced generic capital budgets over the approved budget provision within the thresholds as set out in the Schedule to the Regulations and subject to the additional expenditure being contained from within the overall capital programme limit for the year in question.
7. To implement and regularly monitor the Authority's Treasury Management Policies and Practices.
8. To ensure effective scrutiny of the Authority's Treasury Management Strategy and Policies.

9. To approve responses to external consultation documents on issues within the remit of this Committee and as referred by officers.

CAPITAL PROGRAMME WORKING PARTY

To oversee the development of the Authority's asset management plans making recommendations as appropriate to the Resources Committee and/or full Authority.



DEVON & SOMERSET FIRE & RESCUE AUTHORITY

REPORT REFERENCE NO.	DSFRA/14/9
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Annual Meeting)
DATE OF MEETING	29 MAY 2014
SUBJECT OF REPORT	DRAFT CALENDAR OF MEETINGS 2014-15
LEAD OFFICER	Clerk to the Authority
RECOMMENDATIONS	<i>That, subject to any amendments as may be indicated at the meeting, the draft Authority Calendar of Meetings for the 2014-15 municipal year as appended to this report be approved.</i>
EXECUTIVE SUMMARY	Attached for consideration is a draft Authority Calendar of Meetings for the forthcoming (2014-15) municipal year.
RESOURCE IMPLICATIONS	N/A
EQUALITY RISKS AND BENEFITS ASSESSMENT (ERBA)	N/A
APPENDICES	A. Draft Authority Calendar of Meetings 2014-15 Municipal Year
LIST OF BACKGROUND PAPERS	Constituent authority calendars of meetings (as available).

1. INTRODUCTION

- 1.1 Attached at Appendix A to this report is a proposed Authority Calendar of Meetings for the forthcoming (2014-15) municipal year. As in previous years, in compiling this Calendar consideration has been given both to the business requirements of this Authority and to the calendars of constituent authorities (in so far as these were available) to seek to avoid any clashes in meeting dates.
- 1.2 In particular, attention is drawn to the meeting of the Audit & Performance Review Committee scheduled for 9 July 2014. The only item of business requiring decision at this meeting is the draft external (Grant Thornton) audit plan for 2014-15. That being the case, the following are suggested as options:
- (a) consider the draft external audit plan at the specific Committee meeting on 9 July 2014. Should this option be preferred, then it is also proposed that the draft Statement of Accounts and Annual Assurance Statement 2013-14 also be submitted to this meeting, for information only; OR
 - (b) submit the draft external audit plan to the full Authority meeting scheduled for 30 July 2014 for approval. A briefing on the draft Statement of Accounts and Annual Assurance Statement 2013-14 could then be made to the Forum meeting scheduled to follow the full Authority meeting (NOTE: there is no requirement for the draft Statement of Accounts and Annual Statement of Assurance to be formally approved. The audited Statement of Accounts, however, do require formal approval by the end of September following the financial year to which they relate. The Audit & Performance Review Committee has delegated power to approve the accounts on behalf of the Authority).
- 1.3 The Authority is invited:
- to determine whether it would wish to hold a specific Audit & Performance Review Committee meeting in July 2014; and
 - to approve, subject to any amendments that may be indicated at the meeting, the Calendar of Meetings for 2014-15.

MIKE PEARSON
Clerk to the Authority

DEVON & SOMERSET FIRE & RESCUE AUTHORITY CALENDAR OF MEETINGS 2014-15 MUNICIPAL YEAR

NOTES

1. All meetings will be held at Devon & Somerset Fire & Rescue Service Headquarters unless otherwise indicated.
2. Known dates of outside body meetings have been included (shown in italics) in the Calendar. These will only affect those Members appointed to those outside bodies.
3. Actual attendance at the LGA General Assembly is dependent on subject matter to be discussed.

DEVON & SOMERSET FIRE & RESCUE AUTHORITY Calendar of Meetings 2014-15	
Date/Time of Meeting	Name of Meeting
CYCLE 1	
June 2014	
Wednesday 11 June 2014 10.00	Commercial Services Workshop
<i>Friday 13 June 2014 11.00</i>	<i>Local Government Association (LGA) Fire Commission (Smith Square, London)</i>
Wednesday 25 June 2014 10.00	Community Safety & Corporate Planning Committee (CSCPC)
Wednesday 25 June 2014 11.00 or on conclusion of the preceding CSCPC, whichever is later	Members Forum
July 2014	
Thursday 3 July 2014 10.00	Commercial Services Committee (CSC)
<i>Tuesday 8 to Thursday 10 July 2014</i>	<i>LGA General Assembly (Bournemouth)</i>
Wednesday 9 July 2014 10.00	Audit & Performance Review Committee (APRC)
<i>Friday 18 July 2014 11.00</i>	<i>LGA Fire Services Management Committee (Smith Square, London)</i>
Wednesday 23 July 2014 10.00	Human Resources Management & Development Committee (HRMDC)
Wednesday 30 July 2014 10.00	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
Wednesday 30 July 2014 11.00 or on the conclusion of the preceding full Authority meeting, whichever is later	Members Forum
AUGUST 2014 – RECESS MONTH	
Monday 25 August 2014 – Public Holiday	

DEVON & SOMERSET FIRE & RESCUE AUTHORITY	
Calendar of Meetings 2014-15	
Date/Time of Meeting	Name of Meeting
September 2014	
CYCLE 2	
Monday 1 September 2014 10.00	Resources Committee (RC)
Monday 1 September 2014 11.00 or on conclusion of RC, whichever is later	Members Forum
Thursday 4 September 2014 10.00	Commercial Services Committee
Wednesday 17 September 2014 10.00	Community Safety & Corporate Planning Committee
Wednesday 24 September 2014 10.00	Audit & Performance Review Committee
October 2014	
Thursday 9 October 2014 10.00	Commercial Services Workshop
Thursday 9 October 2014 11.00 or on conclusion of preceding Commercial Services Workshop, whichever is later	Members Forum
November 2014	
Wednesday 5 November 2014 10.00	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
Wednesday 5 November 2014 11.00 or on conclusion of preceding full Authority meeting, whichever is later	Members Forum
CYCLE 3	
December 2014	
Thursday 4 December 2014 10.00	Commercial Services Workshop
Tuesday 9 December 2014 10.00	Community Safety & Corporate Planning Committee
Wednesday 17 December 2014 10.00	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
Wednesday 17 December 2014 11.00 or on conclusion of preceding full Authority meeting, whichever is later	Members' Forum
Thursday 25 December 2014 – Public Holiday	
Friday 26 December 2014 – Public Holiday	
Office closed Monday 29 to Wednesday 31 December 2014 inclusive	
January 2015	
Thursday 1 January 2015 – Public Holiday	

DEVON & SOMERSET FIRE & RESCUE AUTHORITY	
Calendar of Meetings 2014-15	
Date/Time of Meeting	Name of Meeting
CYCLE 4	
Thursday 15 January 2015 10.00	Commercial Services Committee
Wednesday 28 January 2015 10.00	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
Wednesday 28 January 2015 11.00 or on conclusion of preceding full Authority meeting, whichever is later	Members' Forum
February 2015	
Friday 6 February 2015 10.00	Audit & Performance Review Committee
Tuesday 10 February 2015 10.00	Resources Committee (Budget) Meeting
Tuesday 17 February 2015	Commercial Services Workshop
Friday 20 February 2015 10.00	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Budget Meeting)
Friday 20 February 2015 11.00 or on conclusion of preceding full Authority meeting, whichever is later	Members Forum
Tuesday 24 February 2015 10.00	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Budget Meeting) (RESERVE DATE)
Tuesday 24 February 2015 11.00 or on conclusion of preceding full Authority meeting, whichever is later	Members Forum (Reserve Date)
March 2015	
CYCLE 5	
Wednesday 18 March 2015 10.00	Commercial Services Committee
Wednesday 18 March 2015 11.00 or on conclusion of preceding Commercial Services Committee, whichever is later	Members Forum
Wednesday 25 March 2015 10.00	Human Resources Management & Development Committee
April 2015	
Friday 3 April 2015 and Monday 4 April 2015 – Public Holiday (Easter)	
Wednesday 15 April 2015 10.00	Commercial Services Workshop
Wednesday 15 April 2015 11.00 or on conclusion of preceding Commercial Services Workshop, whichever is later	Members Forum
May 2015	
Monday 4 May 2015 – Public Holiday	

DEVON & SOMERSET FIRE & RESCUE AUTHORITY
Calendar of Meetings 2014-15

Date/Time of Meeting	Name of Meeting
Tuesday 5 May 2015 10.00	Commercial Services Committee
Tuesday 12 May 2015 10.00	Audit and Performance Review Committee
Thursday 14 May 2015 10.00	Resources Committee
Thursday 14 May 2015 11.00 or on conclusion of preceding Resources Committee, whichever is later	Members Forum
Monday 25 May 2015 – Public Holiday	
Thursday 28 May 2015 10.00	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Annual Meeting)
Thursday 28 May 2015 10.30 or on rising of Annual Meeting, whichever is later	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Ordinary Meeting)

DRAFT